

Core Laboratory Weekly Meeting
03 March 2021 (Wednesday)
Start Time: 1125 h
End Time: 1203h

Attendees: Ren, Theresa, Bayo, Amelia, Amy, Jeff
 Regrets: Kaylan, Erin
 Recorder: Amelia

I. Instrumentation Update:

No.	Topic	Author	Discussion/Action
1	ABL90 Solution Packs	RR	<ul style="list-style-type: none"> • 10 boxes of ABL90 Solution Packs arrived and were received an hour ago. • Peds, ICU, and 3 ABL90s solution packs were replaced. • Also, two (2) sensor cassettes were installed – 1 in Peds and 1 in ICU ABL90. • Ordered additional 10 boxes of ABL90 Solution packs
2	Reaction Curve Session (PT/PTT)	RR	<ul style="list-style-type: none"> • Reaction Curve Session for the Instrumentation Lab will focus on various mean groups, clots, normal reaction curves, scenarios, etc. • It will be an hour session. • Pdfs will be provided. • Certificates will be given upon completion. • Needs 2-3 people to access online • To be scheduled with Leslie
3	Fridge under the urine analyzer	RR	<ul style="list-style-type: none"> • The MLA fridge from OP was donated to us and was placed under the urine analyzer. • Validation for the Urine fridge is on going • The following reagents or controls will be stored: <ul style="list-style-type: none"> • UR-1 and UR-2 controls • iSTAT trop and HCG cartridges • ABL controls and reagents
4	CSF samples for send-out	RR	<ul style="list-style-type: none"> • For CSF samples requiring send-out, store the sample at -80°C Microbiology freezer in the walk-in fridge.

			<ul style="list-style-type: none"> • Write the test on the MLA white board regarding the CSF send-out. • Photocopy and post the lab req on the MLA accessioning freezer.
5	BB plasma thawer	AR	<p>Amy sent an email re: temporary water bath for frozen plasma. Double bag and record temperature when in use.</p> <p>Parts for the BB Room temp fridge and the plasma thawer were ordered by Biomed with the plasma thawer preferred to be prioritized.</p>
6	Current Inventories		<p>Ren suggested numbering everything as received to help monitor inventories.</p> <p>Staff present in mtg commented that it can be done easily once we get more staff. Concern is with the number of staff working to do the numbering when already overloaded with bench work.</p> <p>Suggested that for each item on the shelves, put a laminated list of minimum number of boxes for each reagent to be ordered taking into consideration the length of delivery..</p>

II. Policy Review:

No.	Topic	Author	
1			
2			

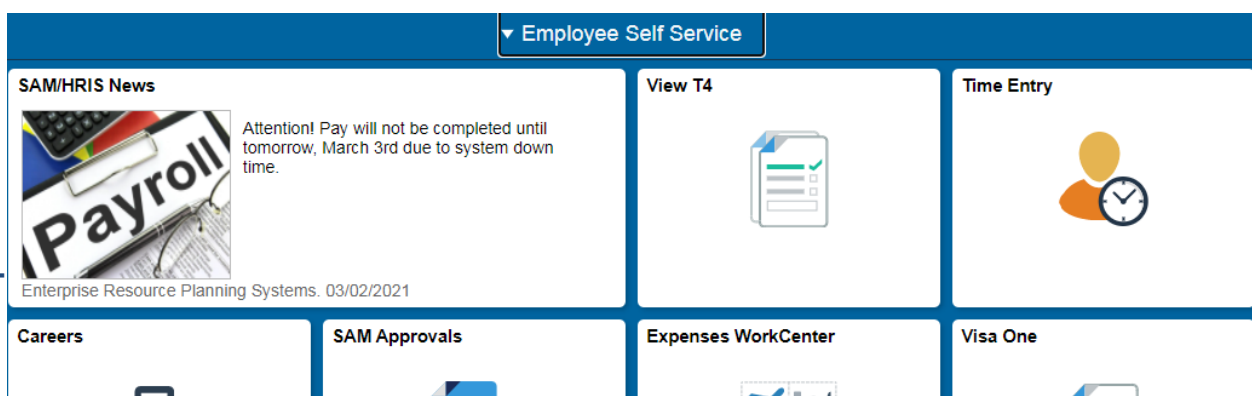
III. Staff/COVID-19 Update:

No.	Topic	Author (s)	


1	e-performance	RR	<ul style="list-style-type: none"> E-performance documents are due by next Friday. I will set a time to meet each one of you and finalize the performance documents. To access the documents, go to HRIS and SAM → login → Employee Self Service → Performance Documents → click My Current Documents → complete the Goals and Learning tab which includes Objectives and Individual Learning Plan → Save. I will fill in the rest of the tabs Ren will talk to Jen as to when this can be done when at work. ??Should be approved for OT??
2	COVID-19 vaccine	RR	<ul style="list-style-type: none"> If you are still interested to receive the 1st dose of COVID-19 vaccine, please e-mail Leigh Wells that you are willing to come for a short notice of vaccination.
3	Bench checklists	RR	<ul style="list-style-type: none"> The bench checklists was modified and suggested to have them laminated. Each bench will have a checklist. It is everyone's responsibility to follow the checklist as per your shift. Write the date and use the dry-erase marker. Any additional list, please let me know.


IV. Suggestions:


No.	Suggestions	Author(s)
1	OT/CB Forms – if you are on “on-call”, kindly write the date and time you worked and enter them at HRIS and SAM accordingly to avoid confusion and for clarity purposes.	RR
2		





Employee Self Service


SAM/HRIS News
 Attention! Pay will not be completed until tomorrow, March 3rd due to system down time.
 Enterprise Resource Planning Systems. 03/02/2021


View T4


Time Entry


Careers



SAM Approvals


Expenses WorkCenter


Visa One


Health authority
 Capital Rd
 N1



 **Florentino II (Ren) Roque** ☺
Medical Laboratory Technicians

- My Current Documents** 1
- My Historical Documents
- Evaluations of Others 0
- Historical Evaluations of Others

My Current Documents

Document Type	Document Status	Period Begin / Period End	Next Due Date	↕
Performance Document	Define Criteria	04/01/2020 03/31/2021	06/30/2020	>

Performance Process

- Performance Process** ⚙️ ⏪
- Steps and Tasks** 🔄 ⋮
- Florentino II (Ren) Roque**
Performance Document
04/01/2020 - 03/31/2021 Overview
- **Establish Evaluation Criteria**
Due Date 06/30/2020
Update
 - **Checkpoint**
Due Date 12/31/2020
 - **Finalize Criteria**
Due Date 03/31/2021
 - **Review Participant Evaluations**
Due Date 04/09/2021
 - **Complete Self Evaluation**
Due Date 04/09/2021

Performance Document

Define Criteria - Update

Florentino II (Ren) Roque



Job Title	Medical Laboratory Technicians	Manager	Jennifer Daley
Document Type	Performance Document	Period	04/01/2020 - 03/31/2021
Template	Manager Document	Document ID	30007
Status	In Progress	Due Date	06/30/2020

Both employees and supervisor can add or update information at this step.

- The Goals and Learning tab include Objectives and Learning Goals.
- The Competencies tab includes the 6 Core Competencies for your position type. It also includes optional General Competencies.
- The Certifications and Languages tab include an optional opportunity to Self-Identify information about your qualifications.

When you have completed entering your Objectives and Learning Goals, select 'Save'. A notification will be sent to your supervisor by email to review and approve this section. This document will automatically save while you are entering your content periodically.

- Goals and Learning
- Competencies
- Certs and Lang
- Overall Comments